

IMSO Inspection Checklist

General

1. What is the IMSO mission?
2. Have IMSO key personnel names and contact information been forwarded to SATFA?
3. Are IMSO office and other installation personnel aware of their responsibilities in AR 12-15 and other pertinent SATP references concerning IMSs?
4. Does the IMSO routinely use
 - a. AR 12-15
 - b. SATFA web page
 - c. SAN web/TMS
 - d. International Training Management web site
5. Is the IMSO office adequately staffed? If not, why? What is the actual versus required personnel situation?
6. Have IMSO office personnel
 - a. Attended DISAM-TO Course
 - b. Attended Cross-Cultural Communications Course
 - c. Visited SATFA
 - d. Participated in IMSO Conference
7. Does IMSO office present a good first impression to IMS?
8. Does IMSO office have area for students to gather informally?
9. Are IMSO office personnel helpful, friendly and professional?
10. Does IMSO have space for private discussions with IMS?
11. Does IMSO have problems complying with regulations/requirements (management constraints, conflicting/unnecessary guidance)?
12. Does IMSO have a web page?

Administration/Support:

Does IMSO do the following?

1. Send welcome package for each student to SAO.

2. Request IMS arrival message from SAO if not received in a timely manner.
3. Check to see if student has had prior US training and annotate.
4. Verify IMS arrival dates.
5. Make BOQ/BEQ reservations if applicable. Verify prior to arrival. Are quarters appropriate for IMS rank?
6. Make transportation arrangements and ensure IMS staff member or someone of equal rank who has been briefed on the SATP picks up IMS at airport.
7. Pick up student (and dependents, if any) at airport.
8. Prepare student file for each IMS.
9. Brief IMS IAW AR 12-15 (paragraphs 10-55 and 10-58).
10. Prepare students to function in the US.
11. Provide handout containing key information presented during orientation.
12. Have students sign statement stating they understand key information.
13. Official photos if necessary.
14. Review ITO with student; amend, endorse if necessary.
15. Issue ID cards (DD 2765) to IMS.
16. Issue ID cards to accompanying dependents, if any.
17. Arrange for TLA payment to authorized students.
18. Schedule ECL test (if applicable) within 3 to 5 days of arrival; send results to DLI.
19. Notify SATFA concerning students who fail to achieve prerequisite ECL.
20. Ensure DLI questionnaires are completed by both students and instructors and returned to DLI.
21. Notify next installation at least 15 days prior to scheduled arrival of IMS or send arrival message to student's home country.
22. Make departure arrangements for applicable students.

23. Schedule pre-departure briefing. Ensure IMS have cleared personal obligations prior to departure. Brief on baggage allowances.
24. Prepare and mail RIM.
25. Take students and dependents (if any) to airport.
26. Forward complete student personnel and training records to next training installation to arrive at least 5 days prior to scheduled IMS arrival.
27. Complete Academic Report Form (DD 2496) IAW AR 12-15 and forward to SAO and others as applicable within 60 days of graduation.
28. Attend IMS graduations.
29. Conduct safety briefings.
30. Provide students access to e-mail, CNN, variety of news sources.
31. Maintain sufficient student information to respond to questions about course attendance, etc.

Coordination

1. Does the IMSO have access to the installation commander/school commandant to provide information and obtain guidance when necessary?
2. Has the IMSO briefed the installation commander and other appropriate installation officials on the SATP?
3. Has the IMSO coordinated with billeting, bank officials, MPs, hospital/clinic personnel, dining facility, and other personnel on the installation who deal with IMS?
4. Has IMSO provided updated telephonic staff rosters to local Police, regional airports and others as necessary?
5. Do all installation agencies that might come into contact with an IMS know the name, phone number, and location of the IMSO? Does this information include an emergency phone number for non-duty hours?
6. Does IMSO routinely meet/coordinate with course managerial/instructional personnel?

7. Does IMSO have input into school documents/SOPs dealing with IMS?
8. Does the IMSO routinely communicate with SATFA?
 - a. Respond in a timely manner to SATFA e-mail and phone calls
 - b. Provide student rosters at least once each month in which students arrive or depart
 - c. Provide complete and accurate Green Book administrative data
 - d. Provide complete and accurate "international only" Green Book course information in conjunction with training department personnel
9. Has IMSO worked with school in developing an active academic (in-class) sponsor program?
10. Does IMSO report IMS issues/problems (disciplinary, academic, dependent, medical, personal) to the appropriate person at SATFA?
11. Does IMSO perform counseling as needed in writing?
12. Does IMSO monitor IMS academic progress?
13. Does IMSO brief instructors of courses in which IMS are enrolled on their part in the SATP?
14. Does IMSO coordinate with training department personnel in planning IP events?
15. Does IMSO brief in school Instructor Training Course?
16. Is the IMSO visible (in classrooms, at post events, speaker for community groups)?
Do IMS speak at local schools?

Informational Program

1. Does IMSO have an approved Annual IP Plan on file at SATFA?
2. Does IMSO submit monthly IP Report to SATFA?
3. Does IMSO prepare an annual IP briefing, justifying requests for increases in IP funding, if any?
4. Do members of the installation command group participate in IP events?
5. Are commanding officer receptions, civilian or military sponsored banquets, faculty-student luncheons, graduations and other activities that bridge cultural differences and enhance the relationship between the training installation and the local community incorporated into the IP?

6. Has IMSO planned and implemented an active IP for all IMS? Is the program balanced so that most of the IP topics are covered for students that are present at the installation for several months? Is the program both interesting and educational?
7. Has IMSO developed an active host family or civilian sponsor program for all IMS? If only for some IMS, what are the criteria?
8. Are some IP events planned that include IMS dependents (at no cost to the US government)?
9. Are some major events planned when maximum numbers of IMS are present?
10. Are all IP events available to all IMS at the installation, or are some events planned for IMS in particular classes?
11. Does IMSO include local and state elected officials and Members of Congress from the area in which the installation is located in the IP?